

Work Group: KEN IT Coordination Committee

Date	7/12/06	Time	3:00pm
Facilitator	K. Ann Riggs	Scribe	Teresa Tackett
Location	Rm. 924-Plaza Twr.	Call-In #	502-564-1846

Agency / Attendees

Educ.	Ann Riggs
EPSB	Scott Smith
CPE	Dennis Taulbee
CPE	Miko Pattie
ConnectKY	Brian Mefford
COT	Tom Ferree
KDE	Robin Kinney
KDE	David Couch (via conference phone)
U of L	Ron Moore (via conference phone)

Agenda/Decisions

Item:	Call to order	Decision(s)
1		
Item:	KEN Functional Needs Subcommittee (formerly Network Design Workgroup)	Decision(s)
2	There had been discussion that the name of this group is somewhat misleading in that they will not actually be designing but will be responsible for seeing to it that our functional needs are met by the design team, therefore maybe we should rename the group Functional Needs Subcommittee. Miko stated that Al Lind was concerned that it was officially approved in the initial meeting on June 19 th , and we didn't have free will to change the name. Ann could not find anything in the minutes to state explicitly that we name it as such and reminded them that members of this group will be present when functional needs are being defined. It was suggested that since the network will be a responsibility of this group, we could just drop the "design" from it's title.	Brian motioned and Miko seconded the motion. This group will now be referred to as NETWORK SUBCOMMITTEE.

Item:	Ken.ky.gov	Decision(s)
3	<p>What do we want to place on this website?</p> <ul style="list-style-type: none"> • Committee memberships • Minutes to meetings • Progress reports • Links to I2 and other sites • Vision statement • Templates....Raising Mary <p>Maybe there should be a protected area for this group, perhaps that's where this group's meetings should be located?</p> <p>There may be a need for a "secure area" for blogging. Brian mentioned Base Camp, as one alternative for project management site. He said it takes about 5 minutes to set up and has a \$50.00 yearly fee for unlimited services.</p>	<p>Ron Moore agrees with website ideas. Tom Ferree will check on the "secure area" availability.</p>

Item:	Applications Subcommittee	Decision(s)
4	<p>The Applications Subcommittee will drive the design. We need to define staff for this subcommittee. We also need to define the items that this committee should be responsible for and which should go under the Network Subcommittee.</p> <p>Items that fall under Applications Subcommittee –</p> <ul style="list-style-type: none"> • SIF requirements • PodCasting • Video Conferencing • Formative Testing • Online Testing • Learning Objects • I2 • Distance Learning • CMS • Email communications • Regular internet <p>Items that should go under Network Subcommittee....</p> <ul style="list-style-type: none"> • Filtering requirements 	<p>Each agency should submit the name(s) of their staff who will serve on the Applications Subcommittee to Ann Riggs by July 21, 2006.</p> <p>Ann would like to get the Applications Subcommittee together for a kickoff meeting by the end of July if possible.</p>

	<ul style="list-style-type: none"> • Logging requirements • Caching requirements 	
Item:	Committees	Decision(s)
5	<p>Roles and responsibilities for new Project Mngr.</p> <p>Ann is working on the documentation needed to hire a Project Manager for the KEN Initiative. Ron advised that the following information is critical for this document....</p> <ul style="list-style-type: none"> • Vision statement • Project scope • What we hope to accomplish, laying out expectations is critical • Bandwidth requirements • Timeframes • Funding • Owning fiber rather than leasing fiber.... <p>These need to be articulated in state of work or MOA. Ann stated that strong communications with all subcommittees, IT Committee, and Exec. Committee is required.</p> <p>Ron indicated that short timeframes are preferred, manage in small chunks and keep the project moving. He expects that in the beginning the workload will be 75-80%, within 4-6 months should be 50% and near the end he estimates about 20%. However there are always "unknowns" such as legalities, waiting on management answers, etc....</p> <p>Dennis brought up the question of "will we need to hire a full-time coordinator for maintenance and upgrades, etc...when its completed?"</p> <p>It was discussed that each agency has qualified personnel that should be able to assume these responsibilities.</p> <p>Brian suggested that in the MOA for the PM, we'll need to detail it to a business plan with</p>	<p>GOALS: our goals are to define a procurement vehicle by mid-September.</p> <p>After much discussion, all agreed that the title should be that of a PROGRAM MANAGER. There would be several project managers to answer to an overall Program Manager.</p> <p>Robin, give Dennis a call regarding their policy of hiring a PM, may be easier at CPE.</p>

	budget, deliverables, timeframes, etc... Ann added that risks and assumptions will need to be layed out. David added that we actually need a Program Manager, not Project Manager.	
Item:	Open Discussion	Decision(s)
6	<p>Ann asked the committee to look at a new format for meeting minutes.</p> <p>Robin expressed the importance of being able to show progress soon....to the legislators.</p> <p>Brian and Dennis both talked about the possibility of the Program Manager needing a staff person, a support person, and wondered if we could plan for that.</p>	New format was approved by all.

Item:		Decision(s)
7		
Item:		Decision(s)
8		
Item:		Decision(s)
9		

Other Discussions

New/Other Business – Discussions and Decisions:

--

Next Steps

Action Items Assigned in this Meeting:

--

Next Meeting	Agenda Items Suggested and/or Moved Forward
	Items:
7/26/06	(place and time to be determined)

KPID = Key Point(s) Influencing Decision (*e.g. timing, funding, access, security issues, MoU or other signatory approval needed, etc.*) will be noted as and if they apply to individual decisions.